

CHAPTER 160

SECONDARY SCHOOL TRANSCRIPT

8 VAC 20-160-10. Definitions.

The following words and terms, when used in this chapter, shall have the following meanings, unless the context clearly indicates otherwise:

"Accelerated course" means a course that can be completed in less than the normal amount of time; the process of progressing through the school grades at a rate faster than that of the average student, either by skipping grades or by rapidly mastering the work of one course and moving on to the next higher course.

"Advanced-level courses/programs" means those academic, career/technical, fine and performing arts, or interdisciplinary high school courses/programs that enable students to acquire and master advanced knowledge. Such courses may be suitable for weighted credit in order to encourage students to take these courses and to be rewarded for the extra endeavor and academic performance these courses/programs require.

~~"Advanced course" means a course that presents material and concepts beyond the introductory or the elementary; a course that carries on from an introductory or elementary course given in the same school.~~

"Advanced Placement (AP) course" means an advanced-level course with a syllabus equivalent to the relevant Aadvanced Placement syllabus disseminated by ~~the Educational Testing Service~~ The College Board.

"Assessment component" means any of the means by which one obtains information on the progress of the learner and the effectiveness of instruction; quantitative data, objective measures, subjective impressions, tests, and observations may all serve as instruments for deciding whether instructional objectives have been attained.

~~"Certificate of Program Completion award date" means the date when a certificate of program completion is awarded. A Certificate of Program Completion is not to be included as a diploma option.~~

~~"Commonwealth College Course Collaborative (CCCC)" means a set of approved courses taken in high school that fully transfer as core requirements and degree credits at Virginia colleges and universities.~~

"Credit" means a Standard or a Verified Credit as specified in *Regulations Establishing Standards for Accrediting Public Schools in Virginia* (8 VAC 20-131-10 et. seq.).

“Credit Summary” means the number of courses successfully completed in each discipline as required for graduation.

"Curriculum" means an official guide prepared for use by administrators, supervisors, and teachers of a particular school or school system as an aid to teaching in a given subject or area of study for a given grade; includes the goals and objectives of the course, the expected outcomes, assessment component, and the scope and nature of the materials to be studied.

“Dual enrollment course” means a course that carries both high school and college credit.

"Grade point average" means a measure of average scholastic success in all high-school-credit-bearing courses~~school subjects~~ taken by a student during a certain term or semester, or accumulated for several terms or semesters; obtained by dividing grade points by number of courses taken.

“Graduation Date” means the date when diploma requirements have been met and a diploma is awarded.

“Industry certification credential” means a career and technical education credential that is earned by successfully completing a Board of Education approved industry certification examination, a state issued professional license, or an occupational competency examination.

“International Baccalaureate (IB) course” means an advanced-level course with a syllabus approved by the International Baccalaureate Organization (IBO) and meeting the criteria offered through the IBO program.

“Honors course” means a course offered to academically advanced students to provide opportunities to study and learn with other advanced students and to accelerate their learning in a specific content area. These courses are designed to be more challenging by covering additional topics or some topics in greater depth, at the high school level, that limits enrollment to exceptionally capable students; provides for independent or tutorial work, places the responsibility for student progress more on the student than on the teachers, emphasizes reading and self-instruction.

“Secondary school profile data” means information given in a summary format of a particular secondary school, such as location, description, achievement data, definition of curriculum, grading scale, grade distribution, weighted grades, rank in class if a ranking procedure is used, graduation requirements, and explanation of advanced-level, accelerated, advanced placement, honors courses, industry certifications, and other specialized programs.

"Secondary course" means a high school-level course of study that awards high school credits to meet graduation requirements. In addition to providing content and knowledge, secondary courses encourage students to develop higher level thinking skills such as problem solving, critical analyses and syntheses of idea. Students are encouraged to understand, appreciate, and formulate ideas related to scientific, technical and social concepts. ~~course of study planned especially for people of ages approximately 12 to 17, in which the emphasis tends to shift from mastery of basic tools of learning, expression, and understanding to the use and extension of the tools in exploring areas of thought and living, and in exploring and acquiring information, concepts, intellectual skills, attitudes, social, physical, and intellectual ideas, and habits, understanding, and appreciation.~~

"Secondary school transcript" means an official list of secondary courses taken by a student except those purged from a middle school record in accordance with (8 VAC 20-131-10 et. seq.) *Regulations Establishing Standards for Accrediting Public Schools in Virginia*, showing the final grade received for each course, with definitions of the various grades given.

"Weighted course" means ~~advanced placement, advanced or honors level courses~~ an advanced-level course in which credit is increased as determined by local school board policies and defined on the school profile ~~usually by reason of quality of work accomplished.~~

8 VAC 20-160-20. Effective date.

The secondary school transcript regulations shall become effective ~~with seventh grade for~~ students who take secondary courses for credit ~~in 2007-2008. beginning in the 1988-89 school year.~~

8 VAC 20-160-30. Format options.

Localities have ~~two~~ options for the secondary school transcript format. They may use the Department of Education model or develop their own following board regulations. Localities may also use a digital data exchange format for electronic transcript transmission at such time as one is adopted by the Department of Education. ~~Transcripts developed locally shall be approved by the Department of Education. No standard format is required.~~ The accreditation status of a high school shall not be included on the student transcript provided to colleges, universities, or employers.

The required information is as follows:

1. Name of school division;
2. Student legal name;
- ~~3. Student number;~~

3. State Testing Identifier (STI);

4. Birthdate;

5. ~~Sex~~Gender;

6. Home address;

7. Home telephone number;

8. Graduation date;

9. Type of diploma, to include “Advanced Studies,” “Standard,” or “Other Diplomas Authorized by the Board of Education”;

10. Type of industry certification credential and date of completion, if applicable;

11. Certificate of Program Completion and award date, if applicable;

12. Notation of Early College Scholar Designation

130. Name, address, and telephone number of schools student attended each year;

141. Number of days absent within given school year;

152. Course work listed by year with grades;

163. Total credits earned by year;

174. ~~Total~~ A list of verified credits earned;

185. Credits to date;

1916. Grade point average;

2017. Credit summary for entire school experience;

2118. Key to symbols and abbreviations used to denote accelerated, advanced level courses, Commonwealth College Course Collaborative courses ~~advanced placement~~, honors, and summer school courses;

1922. Notification of whether school/program ranks students; if so, the r~~R~~ank in class with given number of semesters used for computation;

230. Final driver education grade;

241. Test record, to include ~~results~~ highest score earned on college performance-related standardized tests such as ~~College Entrance Examination Board or equivalent~~ SAT and ACT, excluding Standards of Learning (SOL) test scores;

252. Signature and title of school official;

263. Date of school official signature;

274. School name;

28. School Address;

2925. Telephone number of school;

30. Fax number of school;

3126. The school's Department of Education 7-digit code number.

8 VAC 20-160-40. Profile data sheet.

A secondary school profile data sheet for each school reflected on the transcript, that includes the required information, shall be attached to each student transcript sent to colleges, universities, and prospective employers. Schools may furnish additional information. The accreditation status

of a high school shall not be included on the school profile data sheet. No standard format is required. The profile data sheet must contain the following information~~required information is as follows:~~

1. Name of ~~guidance director or~~ school counseling director or school counselor;
2. Name, address, and telephone number of school;
3. Description - school/community;
4. Achievement data to include ~~College Entrance Examination Board/Scholastic Aptitude SAT and/or ACT Test code, scores using the most recent data available mean Scholastic Aptitude Test score for the graduating class, average Scholastic Aptitude Test/American College Test scores for the school~~ in comparison with Virginia and the nation;
5. ~~Definition~~Description of curriculum;
6. Grading scale;
7. Grade distribution;
8. Explanation of ~~advanced placement~~, advanced level, accelerated, and honors courses;

9. Weighted grades, explanation of weighting courses and the computation;

10. Explanation of rank in class, if applicable:

_____ a. List courses excluded from computation;

_____ b. Explanation of computation of pass/fail courses;

_____ c. Student groups included/excluded from ranking in class;

11. Graduation requirements;

8 VAC 20-160-50. Weight of AP advanced-level courses.

All advanced placement (AP) courses shall be weighted for computing the student's grade point average. Advanced Placement (AP) and International Baccalaureate (IB) courses shall be weighted. Local school boards shall determine which other courses/programs are to receive weighted credits, the amount of weight such courses shall receive, and how those weighted credits will be used in the determination of grade point averages in the school or school division.

8 VAC 20-160-60. Elements for weighting.

~~Advanced, accelerated, advanced placement, and honors level courses to be weighted shall~~ If the course is to be weighted, it must have the following elements:

1. ~~Defined-Specified~~ curriculum approved by local board or outside agency meeting criteria of program and/or organization;
2. Standards that exceed normal course requirements; and
3. Defined assessment component.